

## Implementation Tool: Outreach Sessions

**Directions:** Please fill out this form after you conduct an outreach session. It is best to complete the form right after the outreach session. This form can be filled out by the person conducting the outreach or by an observer.

<b>Date:</b> _____
<b>Name of person completing form:</b> _____
<b>Was the person completing this form:</b> <input type="checkbox"/> An observer?    OR <input type="checkbox"/> The person providing outreach?
<b>Location of outreach:</b> _____
<b>Time frame of outreach session (e.g., 3:00-5:00 pm):</b> _____
<b>Number of individuals reached during outreach today:</b> _____

1. What topics/issues did you plan to cover during today's outreach session, and with how many clients were you able to meet this goal? *Please write in the planned topics (e.g., information about STIs, clinic referral, risk assessment). Then, for each topic you hoped to cover with clients, indicate with how many clients you were able to cover that topic.*

In general, what topics/issues were you planning to cover today? (Write in key topics.)	With how many of the clients you reached were you able to cover this topic? (Mark one answer for each topic.)	If you marked "None" or "Some," what prevented you from discussing this topic with more of the clients you reached?
a.	<input type="checkbox"/> None <input type="checkbox"/> Some <input type="checkbox"/> Most <input type="checkbox"/> All	
b.	<input type="checkbox"/> None <input type="checkbox"/> Some <input type="checkbox"/> Most <input type="checkbox"/> All	
c.	<input type="checkbox"/> None <input type="checkbox"/> Some <input type="checkbox"/> Most <input type="checkbox"/> All	
d.	<input type="checkbox"/> None <input type="checkbox"/> Some <input type="checkbox"/> Most <input type="checkbox"/> All	

2. How interested, in general, were the individuals you talked with today about the information you shared?  
*Please comment on your rating:*

**Not at all  
Interested**

**Somewhat  
Interested**

**Very  
Interested**

1

2

3

4

5

3. What materials, if any, did you distribute during today's outreach session, and what did clients think of them? *Please write in the materials distributed (e.g., informational pamphlet, clinic information card, hotline numbers). For each type of material distributed, rate how you think clients felt about the materials and any comments they made.*

What materials were distributed? (Write in materials. Write "none" if no materials were given out.)	In your opinion, what did clients think of the materials? (Mark one answer for each type of material.)	What comments did clients make about the materials?
a.	<input type="checkbox"/> Didn't seem to like them <input type="checkbox"/> Liked a little <input type="checkbox"/> Liked a lot <input type="checkbox"/> Not sure	
b.	<input type="checkbox"/> Didn't seem to like them <input type="checkbox"/> Liked a little <input type="checkbox"/> Liked a lot <input type="checkbox"/> Not sure	
c.	<input type="checkbox"/> Didn't seem to like them <input type="checkbox"/> Liked a little <input type="checkbox"/> Liked a lot <input type="checkbox"/> Not sure	
d.	<input type="checkbox"/> Didn't seem to like them <input type="checkbox"/> Liked a little <input type="checkbox"/> Liked a lot <input type="checkbox"/> Not sure	

4. What were some of the key questions that clients asked you today? (*List them below.*)

5. What challenges, if any, did you face during today's outreach session, and how did you try to address those challenges? *Please write in the challenges faced. Then, describe how you tried to address each challenge.*

What challenges did you face? (Write in challenges. Write "none" if you faced no challenges.)	How did you try to address this challenge?
a.	
b.	
c.	
d.	

6. Overall, how would you rate this **location** for conducting outreach in the future?

☐ Poor    ☐ Fair    ☐ Good    ☐ Excellent

Comments:

7. Overall, how would you rate **the time of day** for conducting outreach in the future?

☐ Poor    ☐ Fair    ☐ Good    ☐ Excellent

Comments:

8. What part of the outreach session do you think had the most impact on individuals reached? Please explain.

9. What would have made today's outreach session better?